

### Clerk & Recorder - Elections

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#### Activity Overview

The Clerk & Recorder Election Office is responsible for the elections held within the county as required by federal and state law. The Office is within the General Fund under the guidance of the Clerk & Recorder / Surveyor. The Office does not generate a significant amount of non-tax revenues.

The Clerk & Recorder Elections area maintains the voter registry database. The Office holds elections required by federal, state, county, and special districts. The office also supports the Cities of Belgrade and Bozeman and the towns of Manhattan, Three Forks and West Yellowstone in the elections required for these municipalities. The Elections Office maintains voter information in a manner that local school districts are able to perform their election duties for trustee, bond and budget elections.

The Clerk and Recorder and the Election Office staff maintain the county voter database in compliance with federal and state laws. Federal Law is mandated within the National Voter Registration Act (NVRA). The NVRA was adopted by the State Legislature as required, which places increase duties on the local Election Offices.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation be paid to those Clerk & Recorder's who act at the Election Administrator. The County approved payment of this stipend effective in October of 2005 per state law.

#### Activity Goals

- Install a new statewide voter registration database and convert existing voter records.
- Complete a successful countywide detention center ballot election.
- Support 5 Municipal primary and general elections.
- Complete the June 2006 countywide state and local primary election.
- Handle filings and elections for:
  - County Elected Officials;
  - 14 Rural Fire Districts
  - 11 Water & Sewer Districts
  - 1 Resort District;
  - 17 School District voter registrations and voter registers; and,
  - Any special elections that may arise.

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#### Recent Accomplishments

- Completed redistricting of Gallatin County.
- Completed database installation and conversion.
- Purchased and implemented new ballot tabulator.
- Trained 400+ election judges.
- Completed successful national, state and local primary and general elections.
- Completed successful fire district, water & sewer districts elections.
- Mailed approximately 12,000 National Voter Registration Act confirmation cards to update voter records.

## GENERAL GOVERNMENT

### Clerk & Recorder - Elections

#### Activity Budget

Object of Expenditure	Actual FY 2004	Budget FY 2005	Actual FY 2005	Request FY 2006	Preliminary FY 2006	Final FY 2006
Personnel	\$ 94,646	\$ 117,503	\$ 97,564	\$ 117,330	\$ 122,330	\$ 131,638
Operations	179,042	151,926	123,926	225,406	212,271	212,271
Debt Service	-	-	-	-	-	-
Capital Outlay	166,814	260,625	-	260,625	245,625	260,625
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 440,502</b>	<b>\$ 530,054</b>	<b>\$ 221,490</b>	<b>\$ 603,361</b>	<b>\$ 580,226</b>	<b>\$ 604,534</b>

#### Budget by Fund Group

General Fund	\$ 440,502	\$ 530,054	\$ 221,490	\$ 603,361	\$ 580,226	\$ 604,534
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 440,502</b>	<b>\$ 530,054</b>	<b>\$ 221,490</b>	<b>\$ 603,361</b>	<b>\$ 580,226</b>	<b>\$ 604,534</b>

#### Funding Sources

Tax Revenues	\$ 206,168	\$ 248,081	\$ 103,664	\$ 194,728	\$ 187,261	\$ 185,163
Non-Tax Revenues	244,568	294,288	122,972	249,245	239,688	240,225
Cash Reappropriated	(10,234)	(12,315)	(5,146)	159,389	153,277	179,146
<b>Total</b>	<b>\$ 440,502</b>	<b>\$ 530,054</b>	<b>\$ 221,490</b>	<b>\$ 603,361</b>	<b>\$ 580,226</b>	<b>\$ 604,534</b>

#### Activity Personnel

##### Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Election Supervisor	1.00
2	Full-Time	Support Staff	2.00
Total Program FTE			3.00

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### 2006 Budget Highlights

#### Personnel

- No change in personnel from the previous year.

#### Operations

- An increase in operations was budgeted for the Detention Mail Ballot Election in August 2005 and computer equipment associated with HAVA.

#### Capital

- HAVA Equipment \$173,644
- Special Election \$64,481
- HAVA computer needs \$17,500

### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder - Election department is striving to fulfill those goals.

#### Exceptional Customer Service

- Accurate Election information easily accessible to the public.

#### Be Model for Excellence in Government

- Seamless and timely process for each election.

#### Improve Communications

- Interdepartmental Communication.
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#### To be the Employer of Choice

- A pleasant, respectful work environment.
- Retain Current staff.

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WORKLOAD INDICATORS/PERFORMANCE MEASURERS

Workload Indicators

Indicator	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 .				
2 .				
3 .				
4 .				
5 .				
6 .				

Performance Measures

Measure	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . End fiscal year at or below the approved budget				
2 . Develop 5 year department plan				
3 . Public accessibility to election results				
4 . Action plan for each election filed				
5 . Monthly department meetings				
6 . Complete employee personal improvement assessment				

Commentary

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